



## **I-SMART Iowa Reporting Role Training**

April 25, 2018

### **Welcome/Introductions/Agenda**

- Roll Call - Via Chat
- IDPH Help Desk Staff
- Iowa Reporting Role Training Information
  - <https://www.idph.iowa.gov/ismart>
  - Today's Agenda is posted and a Recording of training will be posted in the next week.
- Zoom Interface
- Muting
- Questions - via Chat or during Training
- Two hours planned with Q&A session at the end

### **Agenda**

- Iowa Substance Abuse Disorder Treatment Data Reporting
- I-SMART History
- I-SMART Resources
- Iowa Reporting Role walk through
  - Basic Elements
  - Data reporting
- Q & A

### **Iowa Substance Abuse Disorder Treatment Data Reporting ([www.idph.iowa.gov/ismart](http://www.idph.iowa.gov/ismart))**

The IDPH Division of Behavioral Health collects client data from licensed substance use disorder treatment agencies to meet state and federal data (TEDS, etc.) reporting requirements. Currently, licensed programs can choose to report data to the [Central Data Repository](#) (CDR) via Iowa Service Management and Reporting Tool (I-SMART), or directly from their electronic health record to the Centra

IDPH uses data to assist in decision making for system/network improvements, provider service delivery (access, engagement, retention, and completion of treatment), and linkages to associated services and support.

### **I-SMART History**

In 2005 the launch of I-SMART enabled the Iowa Department of Public Health, Division of Behavioral Health and licensed providers to share a web-based computing environment that supports substance use disorder treatment information management

I-SMART is the Iowa version of the national WITS (Web Infrastructure for Treatment Services) Project. WITS began as an effort sponsored by the Center for Substance Abuse Treatment (CSAT) to promote a set of goals for the national substance abuse treatment system.

The I-SMART system offers providers a means to submit the required client, admission, discharge, follow-up and service information to the state.

Replaced the Substance Abuse Reporting System (SARS) and since July 2011, reports entered data to the Central Data Repository.

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## I-SMART Resources

- System Requirements
- General Information
  - Basic Elements (We will review this during the training)
- User Manuals
  - [I-SMART Data Entry User Guide](#)
  - [Crisis Intervention Guidance](#)
  - [Encounter Guidance](#)
- Data Reporting
  - Data Integrity
  - Data Due Dates
- Data Entry Forms
- Trainings Videos
- Help Desk
- GovDelivery Subscriptions

## Iowa Reporting Role

- Basic Elements
  - Log On and Credentials
    - Three Strikes
    - Forgot my password
  - Menus and Navigation
    - Password Countdown
      - How to change
    - Toolbar Icons and Hyperlinks
  - Navigation Buttons
  - Table Actions (sort feature)
  - Controls
    - Date Pickers
    - Scrolling Text Boxes
    - Drop Downs
    - Mover Boxes (two types)
  - Error Messages
    - Business Rules
  - Insert
    - Hard Yellow Fields
    - Soft Yellow Fields
    - White Fields
    - Grey Fields Fields
    - Incomplete Fields
  - Search
    - Exact Match
    - Wild Card
    - Range
  - Help/Hover

- Creating a Shortcut/Desktop
- Agency Administrator
  - Create Staff Member Accounts
  - Enable Accounts
  - Reset Credentials
  - Delete Functionality
    - Encounters
    - Crisis/Placement, Admission, and Discharge

- Data Reporting
  - Adding a Client
    - Client Profile
  - Adding a Program Enrollment
  - Adding a Crisis
  - Adding a Placement Screening
  - Adding an Admission
  - Adding an Encounter
    - Encounter Rules
  - Adding a Discharge
  - Closing a Case

## Q & A Time

- Common Questions?
  - How to fix data entry errors
  - Staff not in drop down list
  - Data Due Date
- Other Questions?

## Thank you for Attending!